

ENERGY STAR® Portfolio Manager Data Collection Worksheet
Adjusted by Prince George's County OCS Sustainable Energy Program

Before sitting down to Portfolio Manager, it may be helpful to gather together the information you'll be entering.

This worksheet was designed to help collect data to be entered into EPA's ENERGY STAR Portfolio Manager. The information in this worksheet will be used to establish your building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions.

All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type.

Need help? [Contact the experts](#) at ENERGY STAR Portfolio Manager.

Use this worksheet to collect the data for all space types applicable to your facility.

Overview of Required Information

- ☐ Whole Building Information – See attributes below.
- ☐ Space Use Attributes – See attributes below.
- ☐ 12 consecutive months of utility bills for all fuel types used in the building.

Whole Building Information

Attribute	Your Information	✓
Building Name		
Building Address		
Building City/State/Zip		
Contact Name		
Contact Email & Phone		
Gross Floor Area		

Space Use Attributes

Determine what Space Types are in your building. See [Portfolio Manager list of Space Types](#).

- **Have multiple space types?** Some buildings may contain multiple space types within a single building (e.g. office and parking). Complete the fields below for each applicable major space types.
- **For buildings with multiple tenants with the same space type**, these spaces should be considered separate spaces only when the number of weekly operating hours among tenants differs by more than 10 hours. Complete out a questionnaire for each space that is distinct. (e.g. Complete an Office questionnaire for each distinct Office space.)

Below is a list of all the information Portfolio Manager will request by Space Type. Unless noted otherwise, all fields are required.

Worksheets below are in order of prevalence in the County: Office, Parking, Bank/Financial, Courthouse, Hotel, Medical Office, Hospital, House of Worship, Other, Supermarket/Grocery, Retail, Data Center, K-12, and Swimming Pool

<p>General <u>Office 1:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p>General <u>Office 2:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>
<p>General <u>Office 3:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p><u>Parking:</u></p> <p>_____ Gross floor area that is enclosed (SF)</p> <p>_____ Gross floor area that is not enclosed with a roof (SF)</p> <p>_____ Gross floor area that is open (SF)</p> <p>_____ Weekly hours of access</p>
<p><u>Bank/Financial Institution or Courthouse:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p><u>Hotel:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ # of workers on main shift</p> <p>_____ # of commercial refrigeration/freezer units</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p>

<p><u>Medical Office:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ # of workers on main shift</p> <p>_____ Weekly operating hours</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>	<p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Hours per day the guests are on-site (optional)</p> <p>_____ Number of guest meals served (optional)</p> <p>_____ Square footage of full-service spas (optional)</p> <p>_____ Square footage of gym/fitness center (optional)</p> <p>_____ Laundry processed at site (drop down of options) (optional)</p> <p>_____ Annual quantity of laundry processed on-site (optional)</p> <p>_____ Average Occupancy (%) (optional)</p>
<p><u>Hospital (General Medical and Surgical):</u></p> <p>_____ Gross floor area (>20,000 SF)</p> <p>_____ # of staffed beds</p> <p>_____ # of MRI machines</p> <p>_____ # FTE workers</p> <p>_____ Laboratory on-site – yes or no (optional)</p> <p>_____ Laundry facilities on site – yes or no (optional)</p> <p>_____ Number of Buildings (optional)</p> <p>_____ Maximum # of floors (optional)</p> <p>_____ Tertiary care facility – yes or no (optional)</p> <p>_____ Ownership Status (drop down of options) (optional)</p>	<p><u>House of Worship:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Maximum seating capacity</p> <p>_____ Weekdays of operation</p> <p>_____ Hours of operation per week</p> <p>_____ # of personal computers</p> <p>_____ Presence of cooking facilities - yes or no</p> <p>_____ # of commercial refrigeration/freezer units</p> <p><u>Other:</u></p> <p>_____ Gross floor area (SF) (Other must be less than 10% of gross building floor area in order for the building to be eligible for a rating)</p> <p>_____ # of personal computers (optional)</p> <p>_____ Weekly operating hours (optional)</p> <p>_____ # workers on main shift (optional)</p>

<p><u>Supermarket/Grocery Stores:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ Workers on main shift</p> <p>_____ On-site cooking – yes or no</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ # of open/closed refrigeration/freezer cases (optional)</p> <p>_____ # of registers/personal computers (optional)</p>	<p><u>Retail Store:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ # of cash registers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ # of open & closed refrigeration/freezer cases</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Exterior entrance to the public – yes or no</p>
<p><u>Data Center:</u></p> <p>Data centers in Portfolio Manager are a <i>very specific space type</i>. Please confirm your space qualifies before categorizing it as a Data Center.</p> <p>_____ Gross floor area (SF)</p> <p>_____ IT Energy Configuration – Select one from:</p> <ol style="list-style-type: none"> 1. Uninterruptible Power Supply (UPS) Meter supports only IT Equipment. (Preferred) 2. UPS Meter includes non-IT load of 10% or less. 3. UPS Meter includes non-IT load greater than 10%. Non-IT load is sub-metered. 4. UPS Meter includes non-IT load greater than 10%. Non-IT load is not sub-metered. 5. Facility has no UPS Meter. 6. IT Energy is not current metered at this facility – Apply Estimates. <p>_____ IT Energy Data – 12 months of measured energy consumption data is required from either the UPS or PDU Meter</p> <p>_____ UPS System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above) (optional)</p> <p>_____ Cooling System Redundancy (N, N+1, N+2, 2N, greater than 2N, none of the above) (optional)</p>	<p><u>K-12 School:</u></p> <p>_____ Gross floor area (SF)</p> <p>_____ # of personal computers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ High school - yes or no</p> <p>_____ Open weekends – yes or no</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Months of use (optional)</p> <p>_____ School District (optional)</p> <p><u>Swimming Pool:</u></p> <p>_____ Swimming pool size, choose from:</p> <p>_____ Olympic (50 meters x 25 meters)</p> <p>_____ Recreational (20 yards x 15 yards)</p> <p>_____ Short Course (25 yards x 20 yards)</p> <p>_____ Indoor or outdoor</p> <p>_____ Months of use (optional)</p>